

**DODGE COUNTY
JOINT MEETING OF THE HEALTH FACILITIES
AND FINANCE COMMITTEES
CLEARVIEW ~ GATHERING ROOM
198 COUNTY DF
JUNEAU, WI 53039
OCTOBER 28, 2015**

MINUTES

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 7:45 a.m. with the following members present:

2. **ROLL CALL:**

Larry Bischoff
Lisa Derr
Jeff Duchac
Dan Hilbert
Tom Schaefer

Absent: None.

ALSO PRESENT: James Mielke, Dodge County Administrator; Russell Kottke, Dodge County Board Chairman; Jane E. Hooper, Administrator; Bill Wiley, Director of Finance; Jacqueline Kuhl, Brain Injury Center Coordinator; Lori Kurutz, Director of Support Services; Heather Ninmann, IID Household Specialist; Jim Hill, Environmental Services Director; and Adam Kikkert, Maintenance Lead.

3. **APPROVAL OF MINUTES OF OCTOBER 7 AND OCTOBER 13, 2015 MEETINGS:** Motion made by Duchac to approve the October 7, 2015 Minutes; seconded by Hilbert. Motion carried. The Minutes for the October 13 meeting were not approved as drafted and are awaiting revision.
4. **APPROVAL DEVIATING FROM THE AGENDA:** Motion made by Derr to deviate from the Agenda if required; seconded by Schaefer. Motion carried.
5. **PUBLIC COMMENT:** None to report.
6. **COMMITTEE MEMBER REPORTS:** None to report.
7. **INVOLUNTARY DISCHARGES:** None to report.
8. **CENSUS REPORTS:**

CBIC:	20 of 30
Clearview:	129 of 140
Clearview Behavioral Health 1/2:	18 of 20
ICF-IID (formerly FDD):	43 of 46
Trailview	3 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	15 of 20

9. **ADMINISTRATOR'S REPORT:**

- **Truck Bids:** The low bid award for a ¾ ton pick-up truck went to Ewald Automotive Group in the amount of \$29,616 (\$45,000 budgeted) – 2016 Ford F250 V-Plow Truck. Motion made by Schaefer to purchase said truck in the amount of \$29,616 seconded by Hilbert. Motion carried.
- **Wisconsin Surplus Online Auction:** The Wisconsin Surplus Online Auction will be looked at for selling the 2001 truck.
- Jim Hill provided an update on the pond to the south clogging; the resolution to the problem was successful.
- **View of a Clearview Department: Dementia ~ Lori Kurutz:** Lori Kurutz, Director of Support Services, gave an explanation of and described the purpose and function of the dementia household, as well as her roles and responsibilities at Clearview.
- **Discussion on Operational Review: Baker Tilly 2016:** An operational review is scheduled for early 2016.
- **Update: Stipulated Settlement Agreement:** The Stipulated Settlement Agreement has been signed by all parties. A check in the amount of \$19,600 will be remitted to the Department of Health Services; the check must be received by December 1, 2015.
- **Department of Health Services (DHS) Meeting Regarding Dementia Crisis and Restricted Bed Status (10/20/15):** Hooper updated the Committee on the meeting with Patricia Benesh, Kevin Coughlin, Dave Varana, Wendy Fearnside, and others from the State. Findings were that at this time there is no money to support a small population of individuals who may require services for dementia crisis. The restricted bed status will continue to decrease each year.
- **Leading Age Board Meeting (10/20/15):** Hooper updated the Committee on a provider network being created with Leading Age following Clifton Larson Allen's presentation. The time frame is aggressive and will be more formalized by June 2016; must be a Leading Age member to be in the provider network.
- **Towns Association Presentation:** Administrator Hooper gave a PowerPoint presentation at the Towns Association on October 21, 2015 and presented portions of the PowerPoint shown to the Committee earlier this year.
- **Leading Age National Convention – Boston, MA (11/1 to 11/4/15):** Administrator Hooper will be attending the Leading Age National Convention in Boston, Massachusetts.
- **Administrative Meeting:** Hooper updated the Committee on the Administrative Team meeting held at Harnischfeger Park.

REPORT FROM BILL WILEY, CLEARVIEW FINANCE DIRECTOR:

Wiley updated the Committee on the status of the 2015 budget. He mentioned that Clearview is executing the 2015 budget well. He had no budget adjustments to suggest but will be presenting adjustments at the December meeting.


Wiley then gave an update to the 2014 audit. He stated that one material weakness item has been corrected and a revised procedure is in place – allowance for uncollectible accounts. He also stated that he completed an analysis of the residential refund account. He is continuing to work on the accounts receivable and prepaid room charges reconciliation procedure. He also mentioned that Clearview has won a state appeal for payment of a resident from 2014. The judgement was for almost \$70,000. Clearview also received payment for a 2014 claim for a different resident in the amount of \$45,000. The combination of both results in the reduction of the allowance for doubtful accounts by almost \$90,000.

Wiley then discussed the existing Clearview collections policy. He stated that he has researched utilizing the small claims court and 30 day discharge plan options. He is reviewing other options and when complete will present to the Committee all options available for discussion and implementation.

10. **NEXT MEETING DATE: Wednesday, December 2, 2015, at 7:45 a.m., in the Chapel at Clearview,** located on the first floor, 198 County DF, Juneau, Wisconsin.
11. **ADJOURN:** There being no further business to come before the Committee, Motion by order of the Chair to adjourn. Meeting adjourned at 10:12 a.m.

Dated this 2nd day of December, 2015.

Respectfully submitted,



Thomas Schaefer, Secretary